

Statement of Social Security Number(s)

On December 1, 2003, amendments to the Federal Rules of Bankruptcy Procedures and the Official Bankruptcy Forms implemented the Judicial Conference's policy on privacy and public access to electronic case files. This policy requires the court to collect a debtor's full social security number but display only the last four digits. This module demonstrates how to file the required Statement of Social Security Number(s).

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the Miscellaneous hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 17)

The screenshot shows the CM-ECF interface. At the top is a blue header bar with the 'ECF' logo on the left, and 'Bankruptcy' and 'Adversary' links separated by a dot in the center. Below the header, the word 'Miscellaneous' is displayed in blue. Underneath, the case identifier '5:05-bk-00012 Jack Sparrow' is shown in blue. A large rectangular box contains a list of document types: '20 Largest Unsecured Creditors', 'Acceptance of Appointment of Chapter 11 Examiner', 'Addendum', 'Affidavit', 'Agreement', 'Amended Creditor Matrix (Fee)- Only use when no separate amendment is being filed', 'Amended Involuntary Petition', and 'Amended Voluntary Petition'. To the right of this list is a vertical scrollbar. Below the document list box are two buttons: 'Next' and 'Clear'.

Figure 17

- ◆ Verify the case name and case number displayed.
 - If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of miscellaneous events. Highlight *Statement of Social Security Numbers*.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- The **Attachments to Document** option defaults to **No** and should not be changed.
- Click **[Next]** to continue.

STEP 7 The **Final Docket Text** screen displays. (See Figure 18)

ECF Bankruptcy • Adversary • Query • Reports • Ut

Miscellaneous:
[6:05-bk-00012 Jack Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Statement of Debtors Social Security Numbers Filed by Christine Baker on behalf of Debtor Jack Sparrow . (Baker, Christine)

Next Clear

Figure 18

- ◆ Click the down arrow ▼ to display the prefix options (if applicable). **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Appraisal and
Certified
Consent
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Initial

Interim
Intervenor's
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Renewed
Sealed
Second
Second Amended
Sixth
Status
Stipulated
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Unopposed
Verified

◆ Click **[Next]** to continue.

STEP 8 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort the event and begin again, return to **Step 1**.

STEP 9 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- ◆ Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present a screen that states **User access denied**. The PDF Image of the document is only viewable to users with Court access.

Note: If it is discovered at a future date that the social security number supplied to the Court is incorrect, an Amended Statement of Social Security Number(s) would be needed. Follow the steps listed in this section and select "Amended" from the prefix options to file the document electronically. In addition, a separate certificate of service indicating that the amended statement was served on all creditors using a current mailing matrix would be required.

Upload A Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. The creditor matrix must be in a *.txt* file format before it can be successfully uploaded. (All other file types within CM/ECF will be PDF files.)

The process of uploading a list of creditors into the CM/ECF system is illustrated below. A creditor matrix will be uploaded for each case immediately following the electronic case opening.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Creditor Maintenance](#) hypertext link.

STEP 3 The **Creditor Maintenance** screen displays.

◆ Click the [Upload a creditor matrix file](#) hypertext link.

STEP 4 The **Creditor Processing - Upload a File Method** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click the **[Next]** button to continue.

STEP 5 The **Load Creditor Information** screen displays. (See Figure 19)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Login

Load Creditor Information

Case 3:03-bk-03568-JAF already contains creditors!

Case number 3-03-bk-3568

Enter name of file and click on Next
Example: c:\creditor.scn

Browse...

Next Clear

Figure 19

- ◆ Verify the case number displayed.
- ◆ If the case number is incorrect, click the **[Back]** button to re-enter the case number.

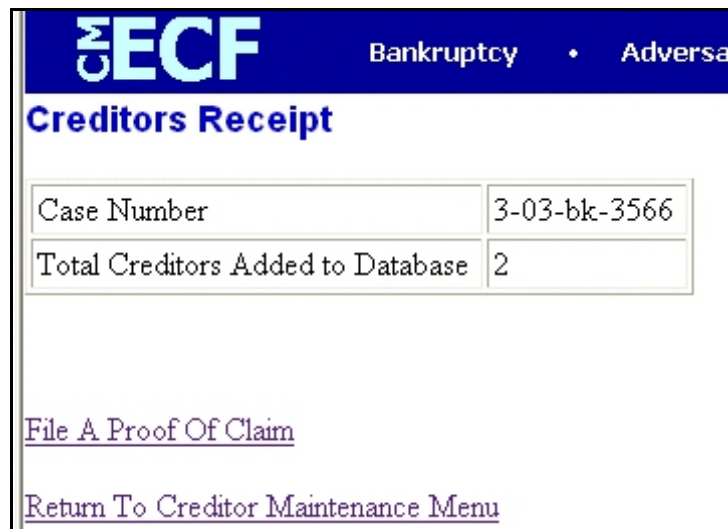
Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate .txt file is located. Verify you have selected the correct matrix by right clicking on the highlighted file name and select **Open** to view the image. Once verified, double-click the .txt file or click **Open** to select and associate it with the entry.
- ◆ Click **[Next]** to continue.

STEP 6 The **Total Creditors Entered** screen displays.

- ◆ The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition. If the Total Creditors Entered amount is correct, click **[Submit]** to finalize the transfer of creditors.
- ◆ If the creditor total is incorrect, click the browser **[Back]** button to try again or return to **Step 1** to begin again.

STEP 7 The **Creditor Receipt** screen displays. (See Figure 20)



Creditors Receipt	
Case Number	3-03-bk-3566
Total Creditors Added to Database	2

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 20

- ◆ The case number and total number of creditors added to the database are confirmed.

STEP 8 Click the [Return to Creditor Maintenance Menu](#) hypertext link if you have additional creditor matrices to upload for other new bankruptcy filings, and repeat **Steps 4 - 6** for each additional creditor matrix.

Entering Individual Creditors

The process of entering individual creditors into the CM/ECF system is illustrated below.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

- ◆ Click the Creditor Maintenance hypertext link.

STEP 3 The **Creditor Maintenance** screen displays.

- ◆ Click the Enter individual creditors hypertext link.

STEP 4 The **Creditor Processing** screen displays.

- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
- ◆ Click the **[Next]** button to continue.

STEP 5 The **Add Creditor(s)** screen displays. (See Figure 21)

ECF Bankruptcy • Adversary

Add Creditor(s)

Case 6:03-bk-02585-ABB already contains creditors!
Case number 6:03-bk-02585-ABB Stars Around the Moon

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

Figure 21

- ◆ Enter the creditor's name and address utilizing the **Name**, **Address 1**, **Address 2**, **Address 3** and **Address 4** fields. Do not utilize the **Address 5** field.
- ◆ The **Type** field defaults to "**Creditor**". No action is necessary.
- ◆ The **Creditor committee** field defaults to "**No**". No action is necessary.
- ◆ If there are additional creditors to enter, leave the radio button set to "**Continue To Enter**" and continue entering creditors. If there are no additional creditors to enter or creditor entry is complete, click the radio button next to "**Last Entry**" and **[Next]** to continue.

Note: If there are no additional creditors and "**Continue to Enter**" is clicked instead of "**Last Entry**" you must click the browser **[Back]** button to change the option. Clicking "**Last Entry**" on a blank input screen will result in an error message. If the error message is displayed, click **[OK]** and then the browser **[Back]** button to change the option.

- ◆ The "**Total Creditors Entered**" will display.
- ◆ Click **[Submit]** to continue.

STEP 6 The **Total Creditors Entered** screen displays.

- ◆ The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition. If the Total Creditors Entered amount is correct, click **[Submit]** to finalize the transfer of creditors.
- ◆ If the creditor total is incorrect, click the browser **[Back]** button to try again or return to **Step 1** to begin again.

STEP 7 The **Creditor Receipt** screen displays. (See Figure 22)

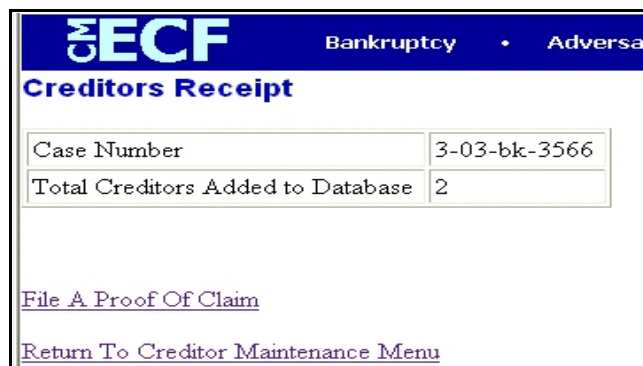
The screenshot shows a web interface for the ECF system. At the top, there is a blue header with the ECF logo on the left and the text 'Bankruptcy • Adversa' on the right. Below the header, the title 'Creditors Receipt' is displayed in blue. A table with two rows and two columns is shown. The first row contains 'Case Number' and '3-03-bk-3566'. The second row contains 'Total Creditors Added to Database' and '2'. Below the table, there are two hyperlinks: 'File A Proof Of Claim' and 'Return To Creditor Maintenance Menu'.

Figure 22

- ◆ The case number and total number of creditors added to the database are confirmed.

STEP 8 Click the Return to Creditor Maintenance Menu hypertext link if you have additional creditors to add to other bankruptcy cases.

Plans

This module demonstrates the steps to follow to file a plan. In CM/ECF, plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 Disclosure Statement, Chapter 11 Plan or Chapter 12 plan.

Chapter 13 Plan

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Bankruptcy Events** screen displays.
- ◆ Click the Plans, Disclosure Statements and Related Matters hypertext link.
- STEP 3** The **Case Number** screen displays.
- ◆ Type the complete case number (office code-yy-bk-nnnnn)
 - ◆ Click **[Next]** to continue.
- STEP 4** The **Document Selection** screen displays. (See Figure 23)

File Plans, Disclosure Statements and Related Matters,

6:03-bk-00027 Jack Sparrow and Elizabeth Sparrow

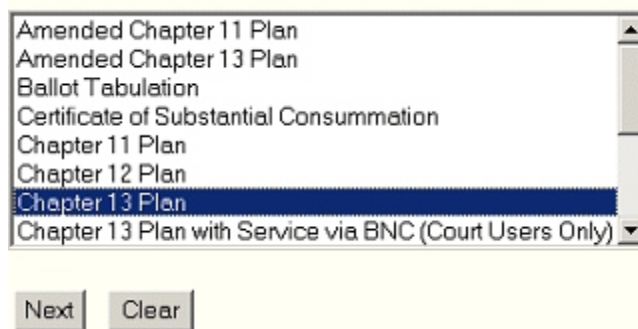


Figure 23

- ◆ Verify the case number and case name.

- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the Event Type list to select the document to be filed. Click to highlight *Chapter 13 Plan*.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

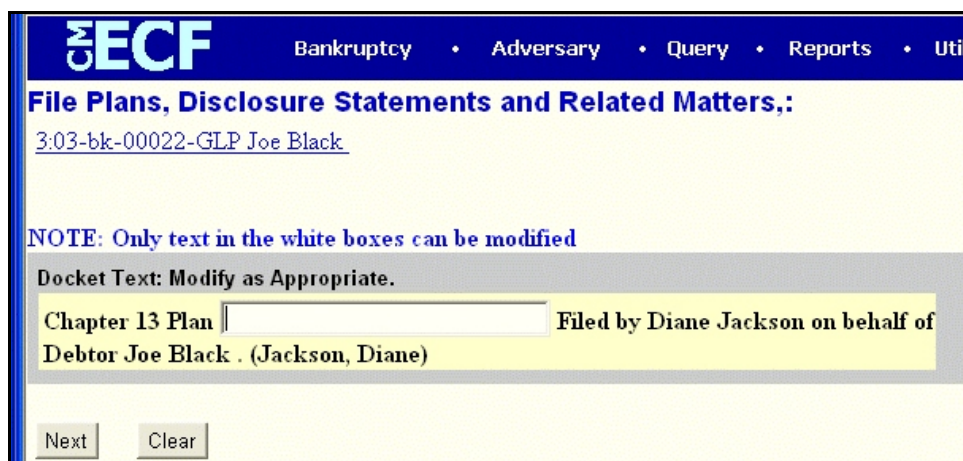
STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- ◆ Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays.

- ◆ This event allows you to relate the plan to a previously filed document. Most plans will not relate to a previous document. This event will be used for amended plans.
- ◆ Click [Next] to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 24)



ECF Bankruptcy • Adversary • Query • Reports • Util

File Plans, Disclosure Statements and Related Matters,:

[3:03-bk-00022-GLP Joe Black](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Chapter 13 Plan Filed by Diane Jackson on behalf of Debtor Joe Black . (Jackson, Diane)

Next Clear

Figure 24

- ◆ A supplemental text box window is provided to add more detail to the docket entry.
- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.

- ◆ If The Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Amended Chapter 13 Plan

If an amended plan is to be filed, select **Amended Chapter 13 Plan** from the pull down screen in **Step 4** and proceed through the events.

- ◆ The **Final Docket Text** screen will display (See Figure 25).

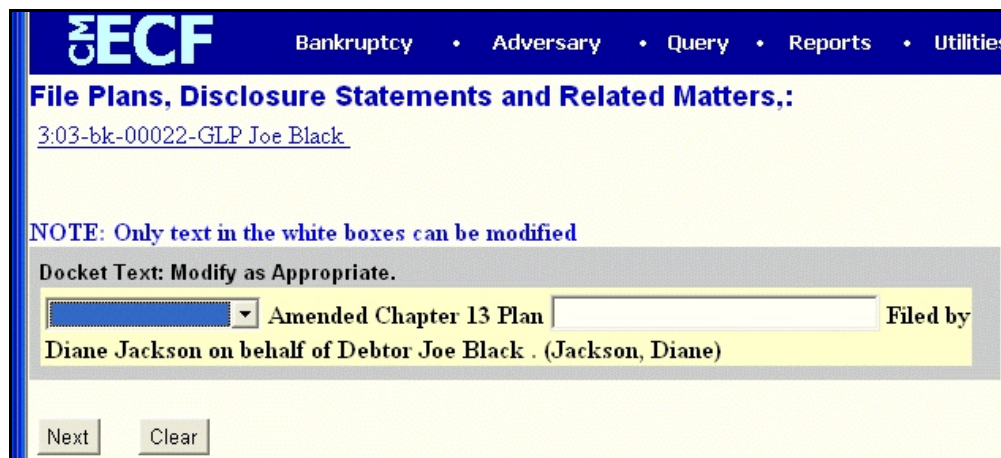


Figure 25

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Appraisal and
Certified
Consent
Corrective
Cross
Emergency
Ex Parte

Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Initial
Interim
Intervenor's
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Renewed
Sealed
Second
Second Amended
Sixth
Status
Stipulated
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Unopposed
Verified

- ◆ Verify the accuracy of the Final Docket Text.
- ◆ Click **[Next]** to continue.